Course Syllabus and Key Notes

210

Agency Time Administration

Classroom Protocol

1. Attendance
2. Housekeeping and Facility Rules
3. Introductions
4. Classroom Activity Overview

Module Discussions

The Agency Time Administration course is designed for timekeepers and Time and Labor Administrators. The information discussed in this module includes understanding the time reporting process, viewing details of employees' time, and resolving time and exceptions.

New Definitions

This section identifies new terms that will be used in the classroom

- ***Time Reporter*** – each person (employee) that enters time through Time and Labor is a time reporter.

- ***Exception Time Reporting*** – All employees at the State will have a default schedule generated on their timesheet. When an employee goes into the timesheet each week, they will have to enter the Time Reporting Code that applies to their scheduled time. They will also have to enter any variations to their scheduled time, such as approved leave or overtime.

- ***Time Administration*** - *A* batch process that applies all of the rules that reside in the Time and Labor system.

- ***TRC*** – Time Reporting Codes are used to group time by types which are known as hour types (01, 02, etc) in the legacy system. Even though the employee's schedule will default onto their timesheet, a TRC will need to be assigned. Some examples of commonly used TRCs are:
    - **AL –** Annual Leave
    - **CL –** Compensatory Leave
    - **LWOP –** Current Without Pay
    - **MIL –** Military Leave With Pay
    - **MILWO –** Military Leave Without Pay
    - **RCOT –** Regular Compensatory Overtime
    - **REGS1 –** Shift 1 – Reg Hours Worked

- **REGS2 –** Shift 2 – Reg Hours Worked
- **REGS3 –** Shift 3 – Reg Hours Worked
- **SL –** Sick Leave

Time and Labor Lesson 1: Time and Labor Overview

Discussion

This lesson provides an overview of Time and Labor.

Activities

Understanding Time and Labor – The overview helps timekeepers understand the Time and Labor roles and responsibilities as well as the basic Time and Labor process.

Exercises

None

Self-Assessment

None

Time and Labor Lesson 2: Enter and View Employee Time

Discussion

As a timekeeper it is your responsibility to ensure your employee's time has been entered accurately in a timely fashion. We strongly recommend submitting (and approving) time at least on a weekly basis rather than a pay period basis.

This lesson demonstrates various ways to enter and view employee time.

Activities

Enter Time for Employees – Employees' scheduled hours will be defaulted on timesheets in Manager Self Service as they do in Employee Self Service. It is a recommendation that time is entered (and approved) weekly. If a pay period ends in the middle of the week, make sure to enter and approve time by the end of the pay period. The system has auditing capabilities, so agencies will be able to run a query tracking which User IDs have changed fields in the system, including the timesheet. If an employee goes on FMLA or if you are unable to access an employee's timesheet, contact your Agency Time and Labor Administrator.

Manual Rescheduling – In Edison, functionality is available to manually reschedule the workweek. A few things to keep in mind before changing the scheduled hours:

1. The hours on the schedule row need to equal the employee's standard hours (i.e. 37.5)
2. Manually rescheduling during a holiday week could impact holiday eligibility and compensation.
3. An overtime request will still be required if time is worked in excess of rescheduled hours.
4. The schedule is only changed for the current time period and will revert back to the standard schedule the following time period. If permanent changes need to be made, contact the Agency TL Administrator.

Viewing Summary of Employee Payable Time - The Payable Time Summary page displays one week's payable time. The time is allocated by date and then by TRC.

Reported Time vs. Payable Time – The time entered on the timesheet is known as "reported time" until Time Administration runs and produces "payable time." The payable time may look different than the reported time for several reasons. One example is when an employee works in excess of their regularly scheduled hours. The timesheet (reported time) will show regular hours worked, but Time Administration creates payable time to reflect regular or premium overtime or compensatory time, based on the employee's Fair Labor Standards Act (FLSA) eligibility.

Report and Review Holiday Time – Holiday Time is automatically generated as payable time in Edison for eligible employees. This means that hours for the holiday should NOT be reflected on the employee's timesheet as reported time, unless the employee actually works on the holiday. Therefore, when the employee views their timesheet, the gray field should remain blank and the employee will be compensated for the holiday, if eligible.

Using Task Profiles and Anticipated Overtime – Labor Distribution is a key piece of functionality contained within Edison's Time and Labor module. This functionality utilizes codes known as Task Profile IDs on the timesheet to indicate the correct Financial chartfields (Accounting Codes) to which the time is charged. Task Profiles are organized into Taskgroups to which each employee is assigned. This allows each agency to organize Task Profiles to accommodate the needs and structure of their organization.

Report and Review Overtime in a Split Week – If time is worked in excess of regular scheduled hours during a split work week, the system will not process the overtime until after the FLSA time period is complete. This may cause Unprocessed Overtime (UPOT) or Unprocessed Anticipated Overtime (UPAOT) to be generated after Time Administration runs. Once the FLSA time period is complete and after Time Administration runs again, the UPOT and UPAOT will convert to the corresponding overtime TRCs (ROT, POT, ANTOT, etc). Just as the legacy system paid overtime in a split week, the unprocessed overtime will not be paid until the following pay cycle.

Exercises

Enter Time for Employees

Self-Assessment

Enter Time for Employees

Time and Labor Lesson 3: Employee Balances and Requests

Discussion

Before time worked in excess of an employee's regularly scheduled hours can be entered on an employee's timesheet, a corresponding request needs to be submitted. These requests are official State record, so all data must be accurate and all comments must be appropriate.

Key Notes

Overtime

All overtime requests will be electronically submitted by the employee, timekeeper, or supervisor. Providing this function for entering overtime requests will allow timekeepers to enter requests for employees who do not have access to the system or who are unavailable. The system will require a approved overtime request before time can be approved.

Activities

Entering an Overtime Request for an Employee – In order to enter time on the timesheet in excess of the employee's regular schedule hours, you first need to submit and Overtime Request. Before the overtime is entered on the timesheet, the request must be approved by the appropriate supervisor. One request can cover an entire week. For example, a request can be entered on Monday for 10 hours. If the request is approved, the employee can work up to 10 hours over the regular scheduled hours for the week. If the employee works more than the hours requested (and approved), an additional request needs to be submitted and approved.

Viewing Employee Overtime Requests – Employees can enter overtime requests for a future date and receive approval or denial notices. Supervisors can view overtime requests, check the amount of overtime that the employees have requested to date, approve or deny requests, and enter comments that explain the reason for the approval/denial.

Viewing Leave Balances – All of an employee's leave balances including sick, annual, and compensatory time are available on a single page within Edison. Service Credit and Sick Leave Bank Enrollment information can also be accessed on these pages.

Exercises

Entering an Overtime Request for an Employee

Self-Assessment

Viewing Employee Overtime Requests

Time and Labor Lesson 4: Other Time and Labor Related Topics

Activities

Manage Exceptions – Exceptions are generated when reported time needs further review. The hours reported on the timesheet may simply need to be verified or the hours may not comply with the State of Tennessee's Attendance and Leave Policies and Procedures. The Exceptions are assigned a severity level of Low, Medium, or High. Low and Medium severity level exceptions enable the system to create payable time. These exceptions must be reviewed to determine if a corrective action is required. However, High severity level exceptions require an action or correction prior to this time becoming payable time and moving to payroll for processing. If exceptions are not properly managed, the employee is at risk of not being paid.

Automatic Rescheduling – Overtime is calculated based on the number of hours worked in a FLSA time period. If an employee reports hours in excess of their regularly scheduled hours and reports certain types of leave in the same FLSA time period, the amount of leave taken will be rescheduled due to the hours reported in excess of their regularly scheduled hours. This requires the employee to use less leave.

Exercises

None

Self-Assessment

None

Course Review with Question and Comments

Questions and Comments

Evaluation